Safety Bulletin Training Record



Please use this form to record time, date, and place of your safety training. Record the items discussed and the safety bulletin(s) referred to. Problems or concerns identified throughout the training should be recorded, as well as attendee names.

Bulletin Title
Date & Time.
Meeting Location.
Company Name.
Person Conducting Meeting.
Items Discussed.
Problem Areas or Concerns.
Comments
Attendees

FOR THE TRAINER.



Accident Investigation Training Tips

 □ Show any forms that your employer might use for incident reporting and investigation. □ If you can delete the names, pass around forms used from past investigations. □ Give several examples of how investigation findings led to company policy changes. □ Ask the class a few questions, including: • Why is it important not to guess what happened? • What is the benefit of writing things down? • Why is it important to block off the area where the accident happened? 	
NOTES	
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Additional Training Resources

Irwin Siegel Agency (ISA) has a variety of safety resources available to our insured organizations which can be used during training sessions with employees, volunteers, and the people you support; passed around the agency; or posted in break rooms for review. Contact our Risk Management Division for more information on the following resources.

- Written Resources Booklets and Flyers
- · Video Lending Library
- Monthly Siegel Second Safety Tip Emails
- Online Training Courses
- · Partner Services

irwin siegel agency **INSURANCE PROGRAMS & RISK MANAGEMENT**





